

## 10. Screen Editor

To edit the contents of WORD-PROCESSING-type fields in files, you need to use a word processing editor. VA FileMan provides two standard editors: the Screen Editor and the Line Editor. The Screen Editor provides flexibility and freedom not provided by the Line Editor. The Screen Editor provides such features as full-screen editing, automatic text wrapping, and search-and-replace. In most cases you would want your default editor to be the Screen Editor.

For most people, the Screen Editor should be your Preferred Editor for WORD-PROCESSING fields.



For more information on the Line Editor, please refer to Chapter 11, "Line Editor," in this manual.

To set your default editor, please refer to Chapter 9, "Choice of Word Processing Editors," in this manual.

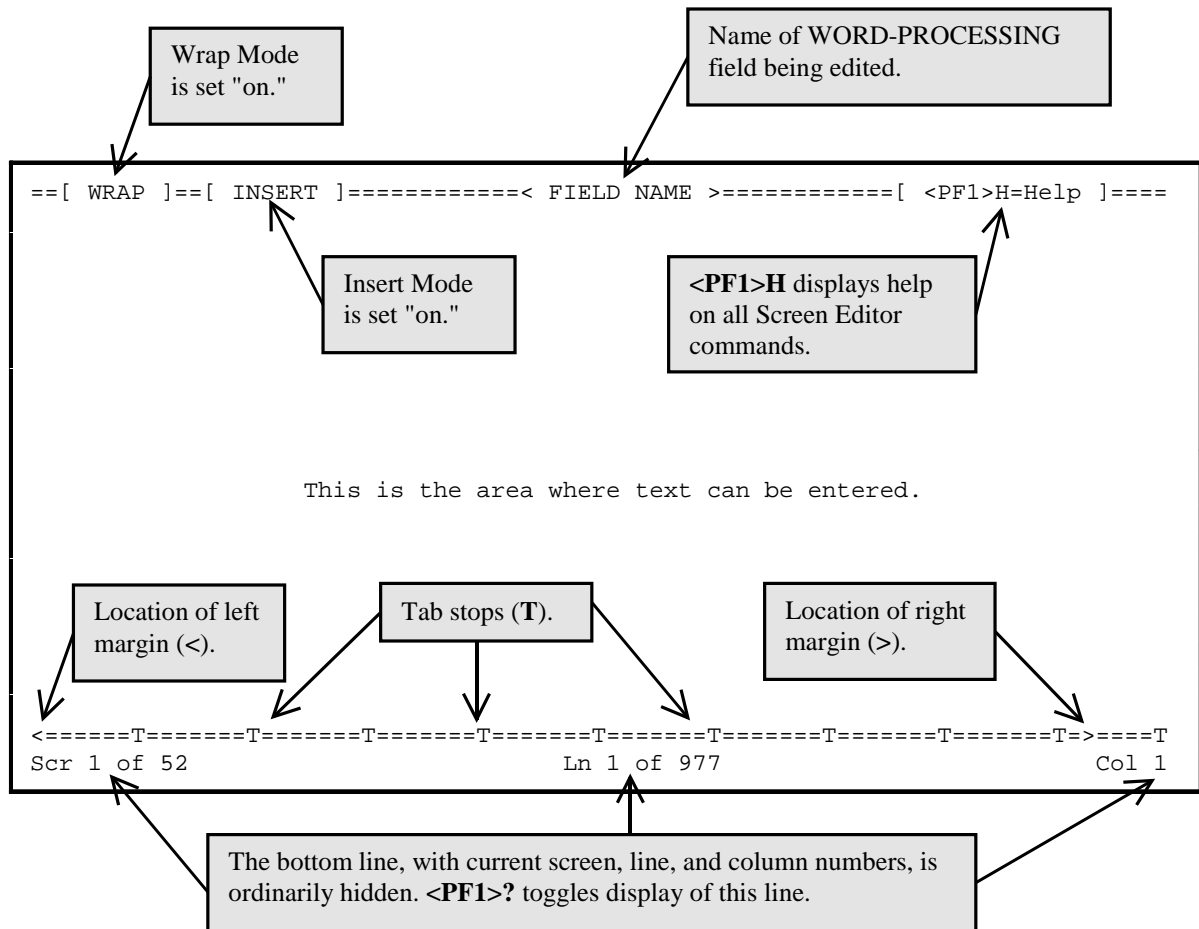
If you enter **<PF1>H** at any time in the Screen Editor, you can get online Help that lists all the available commands.

At any time, while entering text using the Screen Editor, you can select a command. For example, at any time you can change your left margin, move to a different screen, save your document, or get online Help. To invoke most commands, you need to enter only two keystrokes: the **<PF1>** key and a character key, such as **D** for delete line.

You'll usually find the **<PF>** keys at the right-hand side of your terminal keyboard, along with the numeric keypad. If you're using a personal computer rather than a computer terminal, the **<PF>** keys are mostly likely re-mapped to another set of keys (consult your IRM to find out to what keys the **<PF1>** through **<PF4>** are re-mapped).

## The Screen Editor Screen

The Screen Editor display consists of a status bar at the top and a ruler at the bottom. Between the two status bars is the area where you create and edit text, as shown below:



**Figure 102: An Example of a WORD-PROCESSING Field in the Screen Editor**